

How to Register Other People for EEOC Events

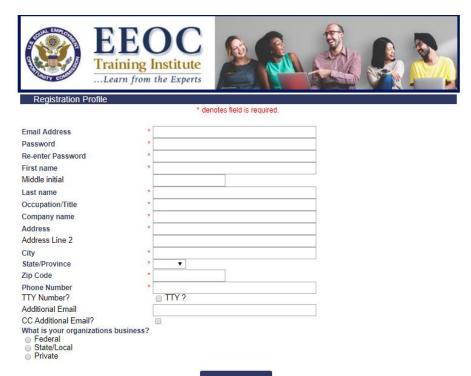
Q. I am the simply the p-card holder/person responsible for registering the attendees (I am not attending). How do I register people but not myself?

1. If you are not an attendee; but you need to register persons for the event, it is not necessary to log into the system. On the Welcome Page, click 'Continue' leaving both the email address and password fields blank.



NOTE: Your registration is not valid until you have successfully completed the entire process and received a printable confirmation page and an email.

2. On the "Registration Profile" page, fill out the form with the information for the person who will be attending the course. If you are not attending do not put your information in the fields.

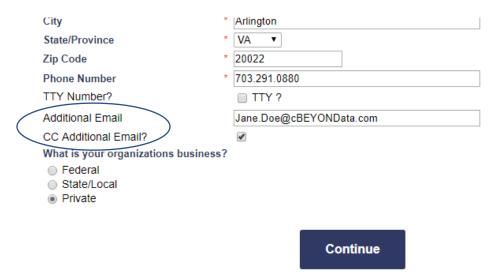




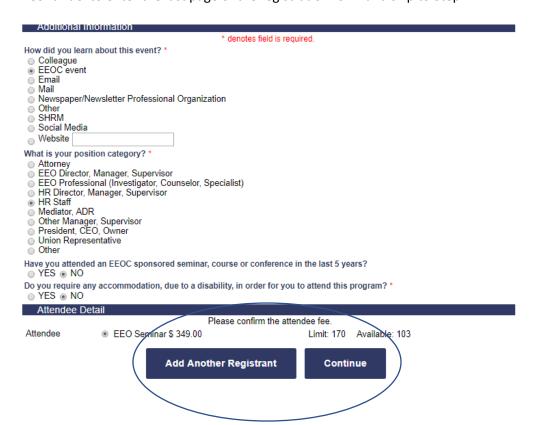
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NOTE: If you receive an "Email address is already in use" error when entering the attendee's email during Step 2, please call 1.703.291.0880 or email eeoc.gov to have the password reset.

3. At the bottom of the 'Registration Profile' page, in the field that reads 'Additional Email' write your email address and **check the box that says, 'CC Additional Email'**. This will ensure that you are emailed the confirmation and receipt for your attendee.



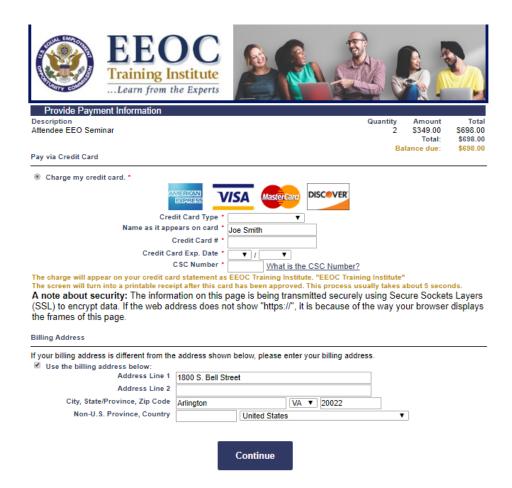
4. Click 'Continue' to access the next page. Answer the additional questions and be sure to check the 'Attendee Detail' option. If you are registering more than one person Click 'Add Another Registrant' and continue following the steps. If you are only registering one individual click 'Continue' to enter the last page of the registration form and skip to Step 7.





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- 5. After clicking 'Add Another Registrant' you will be taken back to the Registration Profile page. This is where you will enter the second attendee's information. Be sure to fill the 'Additional Email' box with your email address and check the box that says, 'CC Additional Email.'
- 6. Repeat steps 2-4 until all registrants in your organization are registered.
- 7. Verify that all information is correct. If you are registering multiple people, make sure they are listed under 'Other Registrations on this Order' Click 'Continue' to enter the payment page.
- 8. If you are going to be paying via Credit Card, check the 'Charge my Credit Card' option and enter the card details. If you need an invoice, you can safely exit the form and call 1.703.291.0880 or email eeoc.traininginstitute@eeoc.gov to request your invoice.



9. If you are paying via credit card, click 'Continue' to process the card. You will be directed to a confirmation page. A copy of this confirmation will be sent to both you and the registrant. If you do not receive a confirmation email within 10 minutes call 1.703.291.0880 or email eeoc.traininginstitute@eeoc.gov to have it resent.